UDRI-PR-67-136

ESTABLISHMENT OF A STINFO PROGRAM FOR THE AIR FORCE AERO PROPULSION LABORATORY

Progress Report
July through December 1966
Contract AF 33(615) - 2993

James M. Tierney
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UNIVERSITY OF DAYTON RESEARCH INSTITUTE
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FOREWORD

This report was prepared by the University of Dayton Research Institute, Dayton, Ohio, under U. S. Air Force Contract AF 33(615)-2993. This contract was initiated by the Air Force Aero Propulsion Laboratory, Air Force Systems Command, Wright-Patterson Air Force Base, Ohio, and is administered under the direction of Rudolph Platzer, Chief of the Executive Office. The period covered by this report is July through December 1966.

ABSTRACT

The STINFO Office, established and staffed by the University of Dayton Research Institute (UDRI) within the Air Force Aero Propulsion Laboratory (AFAPL) under contract AF 33(615)-2993, has completed eighteen months of operation. The staff of an average of seven full-time persons during this period has defined the needs of the AFAPL engineering personnel for scientific and technical information and has established a program to satisfy these needs. Basically this program consists of three main functions: literature searching, document acquisition and storage, and the dissemination of information. The procedures associated with these functions are described in detail and statistics are presented to account for the day-to-day activities.

STINFO personnel, after establishing the program, are to train government employees in a six-month period to assume operation of the program after completion of the contract. Therefore, task descriptions and staffing requirements are included.

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ILLUSTRATIONS

SECTION I

INTRODUCTION

The Scientific and Technical Information (STINFO) program within the Department of Defense (DoD) provides for "...the handling and dissemination of technical data and documents or their abstracts, the publishing of technical journals, the preparation and conduct of technical meetings and symposia, and the dissemination of information acquired by all other means, that are products of or are in direct support of DoD research, development, test and evaluation processes, and the management thereof, through the phase of design release to production."[1*] The U. S. Air Force (USAF) implemented the DoD program through Air Force Regulation (AFR) 80-29 which requires that "Each Air Force activity that performs a research, development, test, or engineering function...be responsible for administering the STINFO program in the Air Force" and that STINFO Offices be established "within the Air Force Systems Command (AFSC), at each headquarters, division, center, laboratory, systems program office, and major project office."[2]

A STINFO Office has been established within the Air Force Aero Propulsion Laboratory (AFAPL) in compliance with AFR 80-29. In contrast to other Air Force STINFO efforts, the AFAPL office was established on a

* Superscript numbers in the text refer to items in REFERENCES.

contractual basis in July 1965. This office has been staffed and operated by the University of Dayton Research Institute (UDRI) under Contract AF33(615)-2993.

The goal of the UDRI-AFAPL STINFO Office has been twofold:

1. To discover, define, and develop the areas of STINFO operation required within the specific AFAPL environment

2. To operate as a viable information facility within the general framework of the governmental requirements.

The flow chart of STINFO operations in Figure 1 shows the functions developed to satisfy the cycle of information needs at the AFAPL. These functions have required the full-time effort of an average of seven persons. The continued maintenance of the STINFO Office as established under Contract AF33(615)-2993 can be handled by a STINFO Officer supported by three non-technical persons. This reduction of staff to maintain versus to discover, define, and develop the AFAPL STINFO operation is shown in Figure 2 and is pointed out in the discussion of the specific STINFO activities.

Previous reports[3,4] have recorded progress in establishing the office and in performing day-to-day STINFO activities. This report also will detail the type and volume of the various activities to show the development of the function and to provide continuity with previous progress reports. In addition, this report from a broader viewpoint will discuss those areas of STINFO activity most pertinent to AFAPL operations and will include task descriptions and staffing requirements.

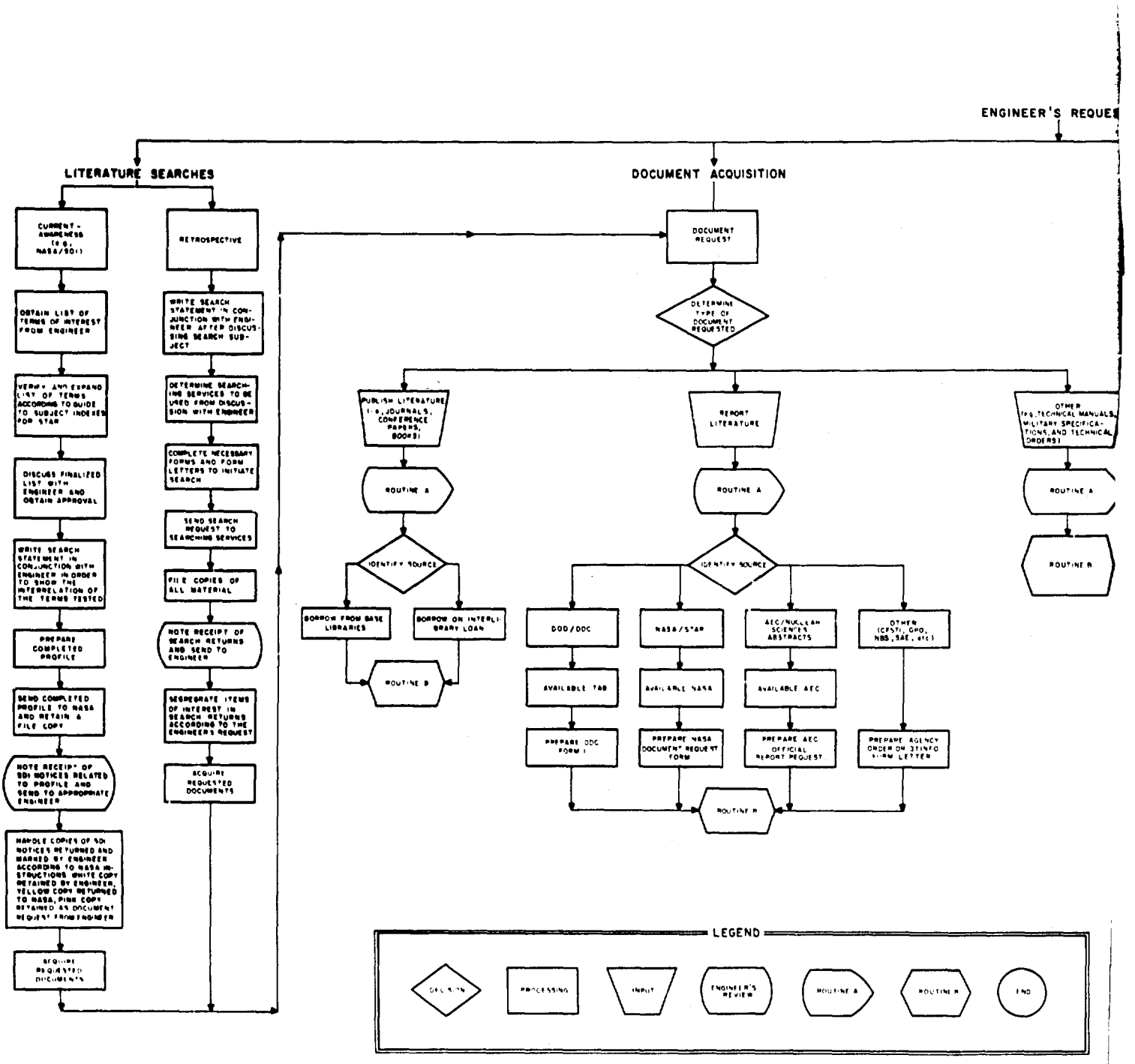
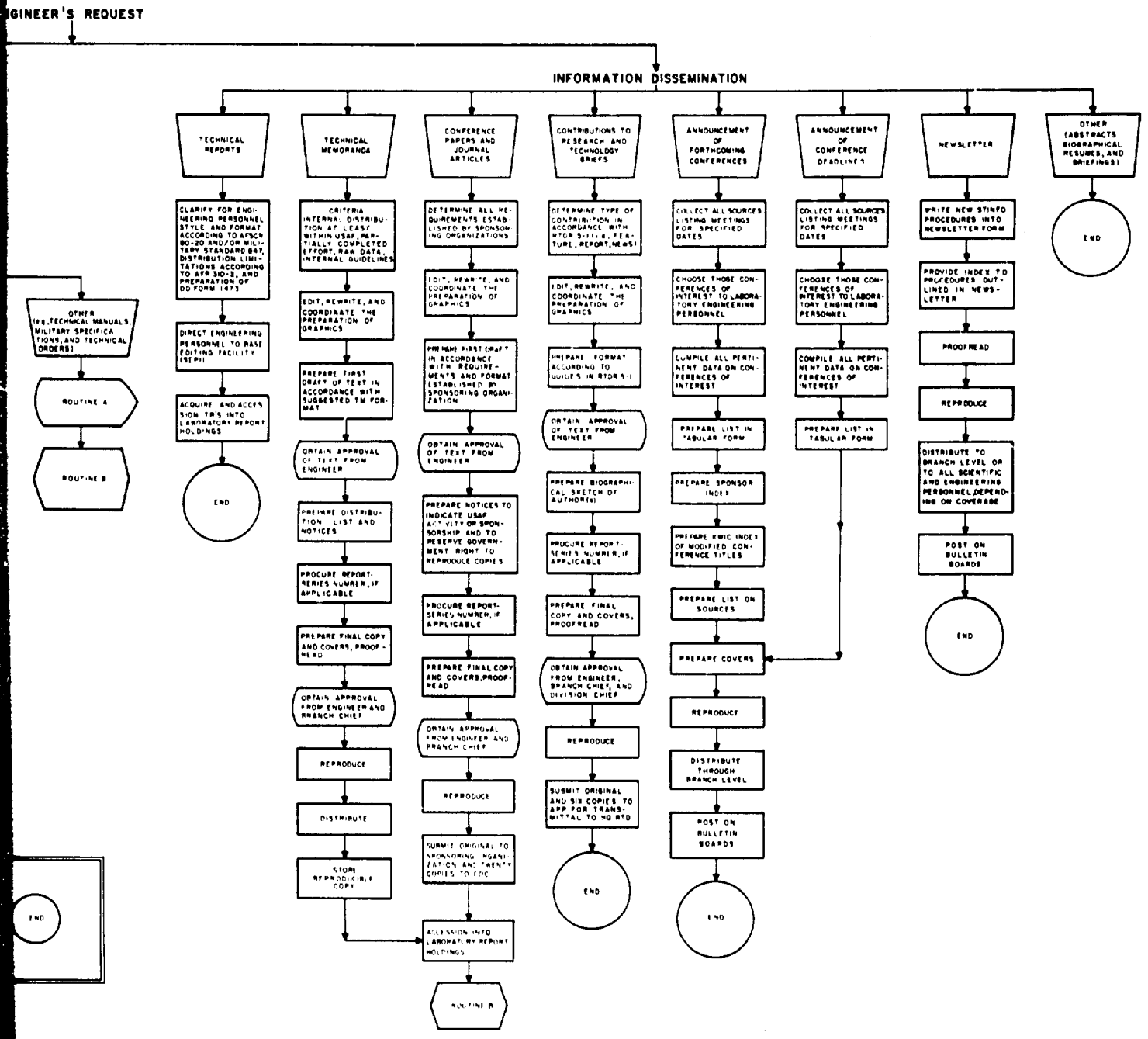
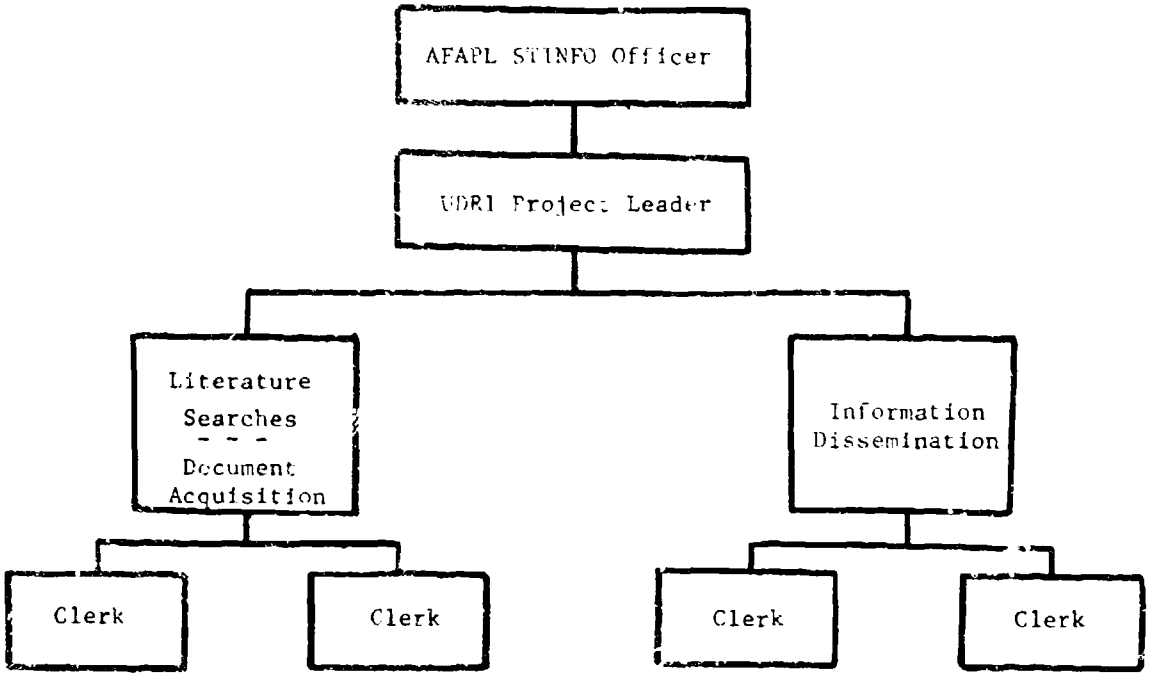


FIGURE I FLOW CHART OF UDRI-A

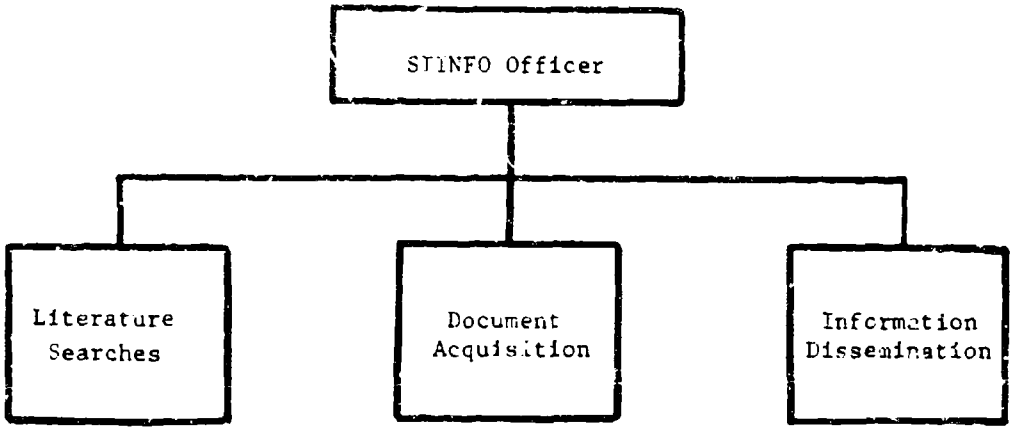


OF UDRI-AFAPL STINFO OPERATIONS

B



A. Definition and Development Phase



B. Maintenance Operation

Figure 2. STINFO Staff Requirements

SECTION II

LITERATURE SEARCHES

1. THE NEED

The task of locating literature pertinent to any one subject has become more and more difficult with the increased number of publications. However, this task is a necessity in supporting the research and development efforts of technical personnel. Thus, a literature-searching function was established during the definition phase of the STINFO operation as one of the major needs of the AFAPL personnel. This function also satisfied AFSC Supplement 1 to AFR 80-29 which requires that "During the planning phase of any RDT&E project, a comprehensive survey will be made of pertinent scientific and technical literature and current DoD R&D programs.... As a minimum, a bibliography of pertinent reports will be obtained from DDC, and a check will be made of the DDC index of current RDT&E programs to identify DoD programs that are similar or related to that being planned."[5]

2. TASK DEVELOPMENT

The STINFO Office thus becomes the central liaison point or interface between laboratory personnel and the many information centers and searching facilities operated by governmental, industrial, academic, and nonprofit institutions for obtaining background data and information pertinent to current projects. STINFO Office staff members assist laboratory

personnel in preparing search requests for retrospective searches and interest profiles for current-awareness searches. The Defense Documentation Center (DDC), the National Aeronautics and Space Administration (NASA), the Science Information Exchange (SIE), the National Referral Center (NRC) of the Library of Congress, and the STINFO Office through local library facilities service these requests on a regular basis. Other specialized information centers are queried on a demand basis.

Search requests on the same topic generally are submitted to more than one searching facility because of real or potential overlap in the scope of the various facilities or because of the nature of the request itself. Thus, the receipt of one search request in the STINFO Office results in the submittal of several search requests. Specifically, 52 search requests received and processed through the STINFO Office since June 1966 have resulted in 248 separate searches by different facilities. Returns from SIE and NRC result in contacting other facilities or individuals for additional information. These contacts may be considered either as additional searches or as search follow-up, but for convenience have been included in the search figures provided above. Specific data on searches processed by the STINFO Office are given in Appendix I.

Current-awareness services complement the retrospective literature searches and survey the literature for defined interests on a regular basis. The NASA Selective Dissemination of Information (SDI) program and the Foreign Technology Division (FTD) Central Information Reference and Control (CIRC) data base provide current-awareness services to laboratory personnel. The

STINFO Office has monitored the SDI program and has assisted laboratory personnel in the preparation of interest profiles in a manner similar to the preparation of retrospective search requests. STINFO staff members also have provided liaison between laboratory branches and FTD in the establishment of interest profiles for selective dissemination of foreign technical literature. Each profile submitted to NASA and to FTD represents more than one individual. The SDI profiles represent groups of engineers with similar interests; all the branches participate in this program. The distribution of these SDI profiles within AFAPL is presented in Appendix I. Each FTD profile represents a different laboratory branch.

3. MANPOWER REQUIREMENT

The literature-search function, including both the retrospective and the current-awareness types, involves two distinct activities: the search statement and the search processing. The task of developing the search statement has been to insure that the request is stated clearly and concisely and is forwarded to applicable searching facilities. A professional librarian has developed the procedures for this task; but an individual with a general knowledge of the scientific and technical disciplines, familiarity with information retrieval systems, and an interpretive or quering ability could perform this effort satisfactorily. The task of search processing involves typing the necessary request forms for queried services, file maintenance, and routing search returns and thus requires clerical ability, especially typing skill, or access to a clerk typist.

The STINFO Office has performed very few literature searches within local libraries. If the quantity of this type of search increases or if a current-awareness service based on publications held by local libraries is inaugurated, the importance of background in a technical discipline or in a library-science-oriented field increases. However, the necessity and value of such searches are limited. Based on returns from a survey conducted by the STINFO Office, AFAPL personnel showed little interest in the type of literature search performed effectively and economically within local libraries.

The actual work now involved in the literature-search function thus can be handled satisfactorily by an intelligent, responsible, but nontechnical individual under the direct supervision of a professional person, in this case, the STINFO Officer. This supervision is necessary in order to maintain a scientific attitude in the acquisition of technical information. Without this attitude, the search processor and the entire STINFO operation are in danger of becoming a secretarial service.

SECTION III

DOCUMENT ACQUISITION AND STORAGE

1. THE NEED

"Within the total program for handling technical information for the Defense community, one of the chief elements is the Scientific and Technical Information Program. Data, information, and documents generated from or used in the RDT & E activities of DoD and its contractors comprise the materials with which the Program operates."[6] AFAPL personnel have daily need for technical documents. Prior to establishment of the STINFO Office, this need was satisfied by diverse means. The STINFO Office has centralized document acquisition and thus has affected economies in time, money, and duplication of effort.

2. TASK DEVELOPMENT

The acquisition function is the busiest and most necessary of the STINFO operations. STINFO staff members have handled 2348 requests for 3016 documents since June 1966. These requests to a large extent result from literature searches or current-awareness programs and are for technical reports, journal articles, conference proceedings, technical manuals, handbooks, and patents. Sources from which to acquire the documents have included governmental and nongovernmental facilities, corporations and individuals, interlibrary loans and purchases. This large volume of

requests handled requires accurate record keeping for outstanding orders, requests received, and location of received documents. Further details on the acquisition program are provided in Appendix II.

The establishment and maintenance of a collection of source references are important aspects of the acquisition program. Abstract journals are the most useful item of the STINFO-developed source collection. The continuation of an effective acquisition program requires the maintenance of the abstract journal collection.

AFAPL, however, does not have its own library facility, and the STINFO Office has intended neither to establish a formal library nor to duplicate or assume the duties and prerogatives of libraries currently available within the Wright-Patterson Air Force Base (W-PAFB) complex. The STINFO staff has attempted to collect those publications of specific interest to laboratory personnel; abstract journals, bibliographic tools, and publications of professional interest in the STINFO area; and all laboratory issued or sponsored publications. STINFO also has provided liaison between laboratory personnel and various libraries. Thus, STINFO personnel perform library functions only in maintaining a limited collection of documents, loaning publications held in that collection, providing acquisition service, and performing liaison work. These functions, however, are performed to assist laboratory personnel to do a more efficient, less costly job, not to overlap the duties of area librarians.

Requests for documents or information concerning documents written by laboratory personnel, laboratory contractors, or research facilities

formerly contained within the AFAPL sphere of interests are received frequently from governmental facilities, corporation libraries, and individuals. Servicing these "outside" requests requires a centralized facility with access to AFAPL documents and/or to information concerning those documents including contract numbers and content authorities. This centralized facility does not exist for documents prior to July 1965, but the STINFO Office attempts to service all requests either by referring to its collection of laboratory reports or by contacting laboratory personnel for information on the required documents. This time-consuming task requires many telephone calls and much "detective work".

3. MANPOWER REQUIREMENT

The operation of the STINFO acquisition program requires at least the full-time services of one person familiar with use of abstracting journals, reference materials, and ordering procedures. The requisite familiarity may arise from formal courses and/or operating experience in a technical library or documentation environment. In addition, the abilities to type and to maintain accurate files coupled with some skill in verbal expression are necessary for the efficient handling of this function.

The current work requirements in the STINFO Office have necessitated the full-time services of two people to handle document acquisition and storage. However, since this function is related so closely to the literature-searching task, the nontechnical person maintaining that task could assist with document acquisition and storage.

SECTION IV

DISSEMINATION OF INFORMATION

1. THE NEED

The STINFO program among other things is responsible for inputs into the DoD information interchange system. As pointed out elsewhere, "Stress must be placed on the quality of information input. The author and his organization must objectively judge the values in the work reported and discard non-essentials. Contributions must, of course, be prepared using good English, but...reports must also utilize standardized technical language. Effective retrieval will require informative titles, cogent abstracts, and alignment of the titles, abstracts and text of reports with standardized key word indexes....Unfruitful work must be reported to assist others in avoiding the same dead end."[7]

One apparent need of the AFAPL is a central authority or focal point for processing technical writings and controlling distribution. Currently the individual offices and divisions are responsible for such activities, but do not maintain awareness of requirements and procedures for preparation and dissemination of the various types of technical writings. The establishment of an editorial or writing facility within the laboratory, however, is not essential at this time, but could evolve.

2. TASK DEVELOPMENT

The STINFO Office has not attempted to rewrite or to edit extensively laboratory publications destined for the technical-report (TR) program. The Editorial Branch of the Directorate of Engineering Standards and Technical Information (SEPIE) has this function. The role of STINFO has been only to clarify the preparation of the report in accordance with Air Force Regulation 80-20 or Military Standard 847, the completion of DD Form 1473, and the selection of the proper distribution statement according to Air Force Regulation 310-2.

The STINFO Office has encouraged laboratory personnel to process other forms of technical writings through its facility, for SEPIE normally does not handle publications such as the internally distributed technical memoranda (TM) or conference papers. The result is a standardized format, centralized dissemination and contact points, and in general a more effective program for technical publications. In particular, STINFO personnel have suggested a format for technical memoranda in an effort to improve internal communication, to preserve raw or incomplete data for use in a technical report at a later date, and to eliminate the "file-and-forget" type of effort. STINFO effort on conference papers, journal articles, and other similar writings has included familiarity with and adherence to the formats and procedures established by the various societies and organizations, assistance with graphics, rough-draft and final typing, proofreading of final copy and returned galley sheets, and proper submission to the DoD information exhange system.

An important, related undertaking has been the preparation and distribution of listings of technical meetings having possible value and/or interest to AFAPL engineers and scientists. These monthly STINFO compilations alert laboratory personnel of technical meetings to attend and of publication deadlines to meet in order to participate. The information cited in the listings provides a minimum advance notice of one month and a maximum of two months. The citations result from screening various publications containing information related to the technical mission of AFAPL. The number of citations is listed in Appendix III.

An attempt to establish communication between the STINFO Office and laboratory personnel resulted in the issuance of the newsletter, STINFO INFO. The specific purpose of this newsletter has been to explain the developing function of the STINFO Office and to detail the procedures followed in handling the various facets of technical information. The newsletter has not been issued on a regular schedule, but as information warranted.

The STINFO Office, thus, has provided editorial, writing, and preparation assistance for technical publications; issued regularly a related current-awareness compilation; and established a newsletter to achieve internal communication. A professional editor has developed and defined these functions. Specific tasks are discussed in Appendix III.

3. MANPOWER REQUIREMENT

A laboratory focal point for processing and distributing technical writings, rather than an editorial or writing facility, requires a competent,

responsible, nontechnical person who has knowledge in the following areas:

1. Regulations, formats, procedures, and standards established for the various kinds of technical publications
2. Techniques and procedures for the preparation of graphics, both line drawings and photographs
3. Printing and reproduction processes and requirements
4. Distribution regulations.

In addition, this person must have typing skill with a high degree of accuracy and the ability to prepare tabulations or must have access to such. Competence in proofreading is also an important factor. Recordkeeping and file maintenance are at a minimum. Professional supervision of this position by the STINFO Officer is necessary because of the questions arising concerning the content of the particular publications.

This person also can handle the technical-meetings compilations satisfactorily, but with technical supervision in deciding the meeting notices to include or exclude on the basis of the interests of laboratory personnel. The preparation and checking of the listings are only part-time tasks and possibly could be handled within the laboratory public-relations office as the function of processing and distributing technical writings should be a full-time responsibility.

APPENDIX I

LITERATURE SEARCHES

The STINFO Office received and processed 213 search requests during the period from July 1965 through December 1966. The search requestors are identified in Table I. Processing has resulted in submitting 1041 search requests to facilities outside the AFAPL. The searching services utilized are shown in Table II. Search requests submitted by STINFO compared with search requests received by STINFO have been approximately 3:1, 5:2, and 5:1 for the three periods shown in the tables.

The AFAPL technical operating branches have submitted interest profiles for participation in the current-awareness searching services available through the NASA/SDI and the FTD/CIRC programs. The number of SDI profiles for each branch is noted in Table III. Each FTD profile represents a branch.

TABLE I

SEARCH REQUESTORS: JULY 1965-DECEMBER 1966

Requestor	Number of Requests			
	July-December 1965	January-June 1966	July-December 1966	Total
APP	1	1	2	4
APF	-	2	-	2
APFG	4	15	13	32
APFL	1	7	2	10
APFT	4	9	14	27
API	-	2	-	2
APIE	2	53	9	64
APIP	-	20	4	24
APIT	-	2	1	3
APR	-	-	-	-
APRC	1	9	-	10
APRP	-	3	-	3
APT	-	-	-	-
APTC	9	8	8	25
APTP	1	5	1	7
APM	-	-	-	-
APMD	-	2	-	2
TOTAL	23	138	54	215

TABLE II

SEARCHES SUBMITTED BY STINFO: JULY 1965-DECEMBER 1966

Searching Facilities	Number of Searches July-December 1965	January-June 1966	July-December 1966	Total
Defense Documentation Center (DDC)				
Bibliographic Search	22	138	39	199
DD Form 1498 Search	-	76	42	118
National Aeronautics and Space Administration (NASA)	9	119	36	164
Science Information Exchange (SIE)	18	101	30	149
National Referral Center (NRC)	17	28	3	48
Other Governmental Facilities	4	99	37*	140
Nongovernmental Facilities	2	160	61	223
TOTAL	72	721	248	1041

* Includes four manual searches by STINFO personnel in local libraries.

TABLE III

AFAPL Participation in NASA/SDI Program

Profiled Branches	Number of Interest Profiles
APFC	3
APFL	2
APFT	1
APIE	
APIE-1	1
APIE-2	1
APIE-3	2
APIP	
APIP-1	1
APIP-2	1

APPENDIX II

DOCUMENT ACQUISITION

The centralization of the document-acquisition function in the STINFO Office resulted in establishing procedures to increase efficiency and response time and to eliminate duplication of effort within the laboratory. Statistics have been kept only for this reporting period, but do indicate the importance of the task. Table IV details the number of requests processed and the sources used to acquire the document. Table V identifies the requestor.

TABLE IV

STINFO DOCUMENT-ACQUISITION PROGRAM: JULY-DECEMBER 1966

Sources	Number of Requests						
	July	August	September	October	November	December	Totals
DISTRIBUTION CENTERS							
Defense Documentation Center (DDC)							
Number of Orders Submitted	134	163	46	141	228	115	827
Number of Documents Represented	424	233	47	145	418	121	1388
Clearinghouse for Federal Scientific and Technical Information (CFSTI)							
Number of Orders Submitted	-	1	-	1	1	2	5
Number of Documents Represented	-	17	-	5	4	5	31
National Aeronautics and Space Administration (NASA)							
Number of Orders Submitted	64	90	7	76	120	95	452
Number of Documents Represented	64	123	7	79	124	97	494
Atomic Energy Commission (AEC)							
Number of Orders Submitted	*	7	2	14	13	9	45
Number of Documents Represented	*	7	2	15	13	9	46
Superintendent of Documents							
Number of Orders Submitted	2	2	1	4	1	2	12
Number of Documents Represented	4	3	1	10	4	2	24
Government Patent Office							
Number of Orders Submitted	-	-	-	-	1	-	1
Number of Documents Represented	-	-	-	-	-	1	1
Society of Automotive Engineers (SAE)							
Number of Orders Submitted	-	-	-	-	1	3	4
Number of Documents Represented	-	-	-	-	3	16	19
DIRECT BORROWINGS							
Wright-Patterson Technical Library (EWABE) and branches	108	68	123	116	68	110	593
Documents Library of the Directorate of Engineering Standards and Technical Information (SEPIR)	10	-	5	-	3	2	20
INTERLIBRARY LOAN REQUESTS							
American Institute of Aeronautics and Astronautics, Inc. (AIAA)	29	38	16	-	36	47	166
Oak Ridge Institute of Nuclear Studies (ORINS) through the Wright-Patterson	-	-	12	-	-	-	12

National Aeronautics and Space Administration (NASA)							
Number of Orders Submitted	64	90	7	76	120	95	452
Number of Documents Represented	64	123	7	79	124	97	494
Atomic Energy Commission (AEC)							
Number of Orders Submitted	*	7	2	14	13	9	45
Number of Documents Represented	*	7	2	15	13	9	46
Superintendent of Documents							
Number of Orders Submitted	2	2	1	4	1	2	12
Number of Documents Represented	4	3	1	10	4	2	24
Government Patent Office							
Number of Orders Submitted	-	-	-	-	1	-	1
Number of Documents Represented	-	-	-	-	-	1	1
Society of Automotive Engineers (SAE)							
Number of Orders Submitted	-	-	-	-	1	3	4
Number of Documents Represented	-	-	-	-	3	16	19
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Oak Ridge Institute of Nuclear Studies (ORINS)	-	-	12	-	-	-	12
through the Wright-Patterson Technical Library (EWABE)	1	5	11	1	3	9	30
through Albert Emanual Library, University of Dayton	-	15	3	5	1	4	28
PURCHASE REQUESTS							
Wright-Patterson Technical Library (EWABE)							
Number of Orders Submitted	12	-	-	1	1	-	14
Number of Documents Represented	21	-	-	2	1	-	24
University of Dayton Research Institute (UDRI)							
Number of Orders Submitted	4	2	2	4	6	2	20
Number of Documents Represented	11	2	3	4	8	3	31
OTHER							
Number of Orders Submitted	23	53	74	56	9	49	264
Number of Documents Represented	23	59	83	64	11	70+	310

* Included in OTHER.

TABLE V

DOCUMENT REQUESTORS: JULY-DECEMBER 1966

Requestor	Number of Requests						
	July	August	September	October	November	December	Totals
APP	1	1	-	1	23	10	36
APE	4	-	-	1	-	-	5
APF	-	11	-	-	-	7	18
APFG	47	54	72	45	65	17	300*
APFL	253	138	20	5	38	59	513
APFT	134	59	97	52	48	8	398**
APG	2	-	-	-	-	-	2
APH	-	1	-	-	-	-	1
API	16	-	4	1	2	2	25
APIE-1	7	16	23	14	-	19	79
APIE-2	19	70	95	46	78	48	356
APIE-3	6	12	22	30	19	19	108
APIP	5	4	1	1	10	-	21
APIP-1	2	20	2	9	13	4	50
APIP-2	4	9	1	19	14	12	59
APIT	7	2	-	-	-	-	9
APIT-1	1	35	2	-	164	-	202
APJ	-	-	1	-	-	-	1
APMD	2	4	2	6	-	4	18
APMO	1	-	-	-	-	2	3
APR	-	-	-	-	-	1	1
APRC	74	23	22	15	31	16	181
APRP	5	6	16	3	21	2	53†
APT	-	-	-	-	-	1	1
APTC	43	75	42	83	91	75	409
APTP	42	7	12	16	6	12	95
STINFO	19	24	20	20	34	17	134
TOTAL	694	571	454	367	657	335	3078††

* Multiple copies of documents requested increase the total to 399.
** Multiple copies of documents requested increase the total to 588.
† Multiple copies of documents requested increase the total to 163.
†† Multiple copies of documents requested increase the overall total to 3477.

APPENDIX III

DISSEMINATION OF INFORMATION

STINFO assistance in the dissemination of information has ranged from rough-draft typing of technical reports to the complete preparation of conference presentations and technical memoranda. The specific task generally is to handle the particular publication from the rough-draft stage to the distribution of the completed copy, including covers and graphics. The areas of assistance provided are shown in Table VI.

The STINFO Office performs the related service of issuing at the beginning of each month a listing of technical meetings and at the middle of each month a listing of calls for papers to be presented at such meetings; these compilations contain only meetings of interest to laboratory personnel. The listings are posted on laboratory bulletin boards and are distributed to all offices, divisions, and branches. Table VII indicates the number of citations in the listings issued from July through December 1966. The figures for previous reporting periods are incomplete since the function was not developed fully then and, therefore, are not presented here.

TABLE VI

STINFO ACTIVITIES IN DISSEMINATION OF INFORMATION: JULY 1965-DECEMBER 1966

Type of Activity	Number of Activities			
	July-December 1965	January-June 1966	July-December 1966	Total
Technical Memoranda	2	5	7	14
Technical Memoranda Review	-	-	1	1
Conference Presentations	1	9	5	15
Journal Articles	-	-	1	1
Research and Technology Briefs	1	2	3	6
Abstracts	-	12	8	20
Biographical Sketches	-	10	6	16
Graphics Preparation Only	-	-	2	2*
Format Preparation	1	-	1	2
Newsletters	2	2	2	6
Technical Reports				
Review	-	-	4	4
Typing	-	5	2	7
Other Report Reviews	-	-	1	1
Other Writings	-	-	5	5
Other Typing	1	3	3	7
TOTAL	8	48	51	106

* Two sets of graphics consisting of 21 separate pen and line drawings.

TABLE VII

STINFO LISTINGS OF TECHNICAL MEETINGS: JULY-DECEMBER 1966

Month of Listing	Technical Meetings Cited	Calls for Papers Cited
August 1966 issued in July 1966	43	19
September 1966 issued in August 1966	44	18
October 1966 issued in September 1966	73	14
November 1966 issued in October 1966	33	24
December 1966 issued in November 1966	18	22
January 1967 issued in December 1966	12	21
TOTAL	223	118

REFERENCES

1. Department of Defense Technical Information, Department of Defense Directive No. 5100.36, December 31, 1962, p. 1.

2. Research and Development: The Scientific and Technical Information (STINFO) Program, Air Force Regulation No. 80-29, May 18, 1964, p 3.

3. J. M. Tierney, A. T. Dodson, and A. L. Lueck, Establishment of a STINFO Program for the Air Force Aero Propulsion Laboratory, University of Dayton Research Institute Progress Report No. 1, January 1966.

4. J. M. Tierney, A. T. Dodson, and A. L. Lueck, Establishment of a STINFO Program for the Air Force Aero Propulsion Laboratory, University of Dayton Research Institute Progress Report No. 2, July 1966.

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13. ABSTRACT

The STINFO Office, established and staffed by the University of Dayton Research Institute (UDRI) within the Air Force Aero Propulsion Laboratory (AFAPL) under Contract AF 33(615)-2993, has completed eighteen months of operation. The staff of an average of seven full-time persons during this period has defined the needs of the AFAPL engineering personnel for scientific and technical information and has established a program to satisfy those needs. Basically this program consists of three main functions: literature searching, document acquisition and storage, and the dissemination of information. The procedures associated with these functions are described in detail and statistics are presented to account for the day-to-day activities.

STINFO personnel, after establishing the program, are to train government employees in a six-month period to assume operation of the program after completion of the contract. Therefore, task descriptions and staffing requirements are included.

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